BOARD OF ALDERMEN
Work Session Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, November 17, 2020 6:00 PM
City Hall Board Room

In light of public health orders from the Missouri Governor and Platte County related to the COVID-19 pandemic, and given the nature of the items to be considered at this particular meeting, the members of the Board of Aldermen will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following telephone number and access code – (312) 626 6799, Meeting ID: 858 8691 3842, Password: 566147 – rather than appear at City Hall (note: occupancy will be limited).

1. GENERAL AGENDA

A. 2021 City of Parkville Operating and Capital Budget

2. ADJOURN

Posted Date & Time: 11/13/2020; 12:20 p.m. By: MM

ITEM 1.A.

For 11/17/2020

Board of Aldermen - Work Session

CITY OF PARKVILLE
Policy Report

Date: October 14, 2020

Prepared By:

Joe Parente, City Administrator

Reviewed By:

Anna Mitchell, Assistant to the City Administrator

ISSUE:

2021 City of Parkville Operating and Capital Budget

BACKGROUND:

The City operates on a January 1 – December 31 fiscal year and therefore must adopt a 2021 budget before the end of the calendar year. This year the process involved three budget work sessions followed by final adoption of the final budget at a legislative meeting.

At the first budget work session, staff presented preliminary budget sheets for the General Fund, Economic Development Fund, Emergency Reserve Fund, Debt Service Funds, Fewson Fund, Nature Sanctuary Donations Fund, Veterans Memorial Fund, and the Park Donations Fund. This second budget work session focused on the General Fund Capital Improvement Program (CIP), the Parks Sales Tax Fund, and the Transportation Fund. The third work session was dedicated to the Sewer Fund.

The fourth budget work session is dedicated to a follow-up to certain matters discussed during the first three work sessions. An update will be provided on the General Fund Budget, the Transportation Budget, and the Parks Sales Tax Budget. Staff will seek final input prior to submitting a formal budget for consideration at the December 1, 2020 Board of Aldermen meeting.

For the General Fund Budget, an updated Forecast Sheet has been prepared using actual year to date revenues and expenses for the current Fiscal Year. The Transportation Fund Budget Forecast has also been updated to show the current projected status. As previously stated in earlier work sessions, we continue to monitor the Fund Balance Projections in various Funds. The status will be discussed during the work session.

Based on feedback from the Board from earlier work sessions, the following revisions were made to the proposed 2021 Budget. They too will be discussed at the work session.

- General Fund Capital Outlay - $10,000 for Police Substation Preliminary Plan
- General Fund Capital Outlay - $10,000 for Entryway Signage Preliminary Plan
- Parks Sales Tax Budget - $150,000 for Pocket Park Public Safety Improvements (move from 2022-23 CIP to 2021)

BUDGET IMPACT:

As this is a work session, there is no budget impact at this time.

ALTERNATIVES:

1. Provide direction to City Administration regarding the 2022-2025 CIP and 2021 Operating Budget.
2. Postpone the discussion.

STAFF RECOMMENDATION:

Provide direction to City Administration regarding the 2022-2025 CIP and 2021 Operating Budget.

ATTACHMENTS:

1. General Fund Forecast
2. Transportation Fund Forecast
3. Parks Sales Tax Fund Forecast
4. Parks Sales Tax Fund Worksheet

General Fund (10)

Last Updated 10/31/2020

	2018 Actual	2019 Actual	2020 Budgeted	2020 YTD	2020 Projected	2021 Proposed	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Beginning Fund Balance	**1,598,030**	**1,747,951**	**1,801,183**	**1,801,183**	**1,801,183**	**1,695,009**	**1,077,951**	**402,916**	**(66,037)**	**(500,090)**
Revenues										
Taxes	2,323,418	2,434,183	2,505,861	2,244,708	2,439,947	2,538,198	2,588,962	2,640,741	2,693,556	2,747,427
Licenses	57,943	61,510	59,000	52,365	62,298	62,700	60,600	61,206	61,818	62,436
Permits	425,574	509,382	344,600	418,646	479,183	389,100	338,045	344,210	350,499	357,177
Franchise Fees	890,574	803,146	884,000	507,098	811,032	859,000	876,160	892,663	910,516	928,727
Other Revenue	38,426	16,169	40,850	15,188	16,758	34,194	38,470	39,032	39,605	40,190
Court Revenue	154,101	130,597	150,000	50,990	61,188	130,000	131,950	133,929	135,938	137,977
Interest Income	7,919	7,121	8,000	5,582	6,699	7,500	6,120	6,242	6,367	6,495
Miscellanous Revenue	106,695	671,716	1,125,212	542,947	1,081,897	506,500	493,500	494,520	495,560	496,622
Grant Revenue	6,101	430,406	9,250	-	9,250	7,320	-	-	-	-
Transfers	405,000	415,000	495,000	419,167	495,000	516,200	522,436	588,709	605,020	621,371
Total - General Fund Revenues:	**4,415,750**	**5,479,230**	**5,621,772**	**4,256,692**	**5,463,252**	**5,050,712**	**5,056,243**	**5,201,253**	**5,298,880**	**5,398,422**
Total Sources	**6,013,780**	**7,227,181**	**7,422,956**	**6,057,875**	**7,264,435**	**6,745,721**	**6,134,193**	**5,604,169**	**5,232,843**	**4,898,331**
Expenditures										
Administration	1,051,339	1,520,659	1,379,697	1,142,287	1,293,184	1,388,267	1,350,831	1,379,049	1,408,105	1,438,030
Police	1,119,196	1,286,838	1,482,563	1,116,570	1,350,405	1,660,413	1,698,649	1,737,940	1,778,320	1,819,826
Municipal Court	146,193	155,778	167,492	128,148	154,849	172,699	151,240	154,372	157,586	160,886
Public Works	221,013	277,370	317,942	235,164	278,225	313,199	319,575	326,112	332,813	339,684
Community Development	282,135	292,943	327,872	247,322	296,662	359,311	366,763	374,389	382,191	390,176
Streets	385,122	399,253	464,684	346,121	417,387	486,779	498,173	509,890	521,943	534,342
Parks	327,323	350,375	408,370	350,562	404,166	450,654	459,417	468,420	477,671	487,180
Nature Sanctuary	43,870	46,583	53,864	41,429	51,437	61,898	62,650	63,418	64,201	65,002
Information Technology	49,205	48,796	58,352	37,347	51,401	60,745	61,049	61,354	61,661	61,969
Public Information	15,370	19,602	21,210	18,869	21,931	30,410	30,562	30,715	30,868	31,023
Total Operating Expenses	**3,640,766**	**4,398,198**	**4,682,046**	**3,663,820**	**4,319,648**	**4,984,375**	**4,998,910**	**5,105,657**	**5,215,361**	**5,328,118**
Capital Outlay (CIP)	358,594	710,300	592,451	171,431	293,957	323,975	347,172	177,975	135,120	110,066
Transfers	317,500	317,500	922,822	889,489	955,822	359,420	385,195	386,575	382,452	387,795
Total - General Fund Expenditures:	**4,316,860**	**5,425,997**	**6,197,319**	**4,724,740**	**5,569,426**	**5,667,770**	**5,731,277**	**5,670,207**	**5,732,933**	**5,825,978**
Estimated Ending Balance *(deficit)* :	**1,696,920**	**1,801,183**	**1,225,637**	**1,333,135**	**1,695,009**	**1,077,951**	**402,916**	**(66,037)**	**(500,090)**	**(927,647)**
GF TARGET (at least 5%)	$ 215,843	$ 271,300	$ 309,866	$ 236,237	$ 278,471	$ 283,389	$ 286,564	$ 283,510	$ 286,647	$ 291,299
GF TARGET (15%)	$ 647,529	$ 813,900	$ 929,598	$ 708,711	$ 835,414	$ 850,166	$ 859,692	$ 850,531	$ 859,940	$ 873,897
Excess GF Balance	**$ 1,049,391**	**$ 987,284**	**$ 296,039**	**$ 624,424**	**$ 859,595**	**$ 227,785**	**$ (456,775)**	**$ (916,569)**	**$ (1,360,030)**	**$ (1,801,544)**

Transportation Fund (40)

Last Updated 10/31/2020

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Beginning Fund Balance	**1,637,554**	**$1,135,326**	**$ 115,528**	**$ 115,528**	**$ 115,528**	**$ (141,572)**	**$ (139,339)**	**$ (275,124)**	**$ (236,013)**	**$ (187,892)**
Revenues										
Parkville Special Road District	141,814	$ 159,097	162,279	157,727	160,000	163,200	165,648	168,133	$ 170,655	$ 173,215
City Transportation Sales Tax	479,240	$ 490,501	503,321	388,651	462,830	490,501	497,859	505,327	$ 512,907	$ 520,600
Motor Fuel Tax	149,072	$ 150,365	150,000	116,339	139,606	150,365	152,621	154,910	$ 157,233	$ 159,592
County Transportation Sales Tax	231,017	$ 229,619	234,212	193,260	193,260	225,000	228,375	231,801	$ 235,278	$ 238,807
Project Cost Share	30,000	$ 7,550	-	-	5,325	5,325	5,304	5,304	$ 5,304	$ 5,304
Sale of Equipment	-	$ -	-	-	-	-	7,500	7,500	$ 7,500	$ 7,500
City Capital Cost Payment			7,500	-	5,464	26,914	46,914	47,617	47,617	47,617
Transportation Grants	-		-	-	-					
Bond Proceeds	-	$ -	-	-	-	-	-	-	$ -	$ -
MPR Safety Funds	-		-		-					
Leased Properties	5,880		-		-					
Grants	-		13,000	7,881	7,881					
Transfers from Other Funds	12,500		-	4,100	4,100	100,000				
Transportation Fund Revenues:	**1,049,523**	**1,037,133**	**1,070,312**	**867,957**	**978,466**	**1,161,305**	**1,104,220**	**1,120,591**	**1,136,494**	**1,152,635**
Total Sources:	**2,687,077**	**2,172,459**	**1,185,839**	**983,484**	**1,093,994**	**1,019,733**	**964,880**	**845,467**	**900,480**	**964,743**
Expenditures										
Streets - Capital	742,396	335,684	425,000	419,919	453,976	325,000	397,000	397,000	397,000	397,000
Streets - Operating	393,890	434,463	419,000	312,650	393,450	446,000	452,690	459,480	466,373	473,368
Transfers (including debt service)	415,465	1,286,784	388,140	323,450	388,140	388,072	390,314	225,000	225,000	225,000
Transportation Fund Expenditures:	**1,551,751**	**2,056,931**	**1,232,140**	**1,056,018**	**1,235,566**	**1,159,072**	**1,240,004**	**1,081,480**	**1,088,373**	**1,095,368**
Estimated Ending Balance *(deficit)* :	**1,135,326**	**115,528**	**(46,301)**	**(72,534)**	**(141,572)**	**(139,339)**	**(275,124)**	**(236,013)**	**(187,892)**	**(130,626)**

Parks Sales Tax Fund (41)

Last Updated 10/31/2020

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Beginning Fund Balance	**$ -**	**$118,513**	**$118,513**	**$ 387,923**	**$ 153,831**	**$ 32,310**	**$ 195,963**	**$ 67,453**
Revenues								
Parks Sales Tax	$ 118,513	$ 587,108	$ 584,933	$ 587,108	595,915	604,853	$ 613,926	$ 623,135
Loan Proceeds	$ -	$ -	$ -	$ 650,000	1,000,000	-	$ -	$ -
Outreach Grants	$ -	$ -	$ -	$ -	-	-	$ -	$ -
Transfers from Other Funds	$ -	$ -	$ -	$ -	500,000			
Parks Sales Tax Fund Revenues:	**118,513**	**587,108**	**584,933**	**1,237,108**	**2,095,915**	**604,853**	**613,926**	**623,135**
Total Sources:	**118,513**	**705,621**	**703,446**	**1,625,031**	**2,249,746**	**637,163**	**809,889**	**690,588**
Expenditures								
Engineer & Planning Fees	$ -	$ 75,000	$ 75,000	$ 50,000	50,000	50,000	50,000	50,000
Capital Outlay	$ -	$ 450,000	$ 150,000	$ 1,380,000	2,050,000	50,000	350,000	325,000
Debt Service	$ -	$ -	$ -	$ -	75,000	300,000	300,000	300,000
Transfers	$ -	$ 40,000	$ 90,523	$ 41,200	42,436	41,200	42,436	43,709
Parks Sales Tax Fund Expenditures:	**-**	**565,000**	**315,523**	**1,471,200**	**2,217,436**	**441,200**	**742,436**	**718,709**
Estimated Ending Balance *(deficit)* :	**118,513**	**140,621**	**387,923**	**153,831**	**32,310**	**195,963**	**67,453**	**(28,121)**

Parks Sales Tax Fund (41) Revenues and Expenses										
Type	**Account**	**Description**	**Account**	**2018 Actual**	**2019 Actual**	**2020 Budget**	**YTD 10/31/2020**	**2020 Projected**	**2021 Budget**
Rev: Parks Sales Tax	Beginning Fund Balance	Projected carryover from prior year.			0	118,514	118,514	118,514	387,924
	Parks Sales Tax Fund	The City levies a 0.5% sales tax to fund parks projects.	41404-00		118,513	587,108	487,444	584,933	587,108
	Loan Proceeds	Interfund Loans from the Fewson Fund and the Projects Fund PLP Capital Contribution for Park Improvements.							650,000
	Transfers from Other Funds	Transfers from Other Funds.	42001-00						
		Parks Sales Tax Fund (41) Revenues			118,513	587,108	487,444	584,933	1,237,108
		Total Sources			118,513	705,622	605,958	703,447	1,625,032
Professional Fees	Engineer & Planning Fees	Professional Fees for architectural, engineering, and planning services for parks capital projects.	08-03-00			75,000	50,622	75,000	50,000
		Total Professional Services			0	75,000	50,622	75,000	50,000
Capital Outlay	Parks Projects	The funding of capital projects from the five year capital improvement plan. Athletic Field Development (950,000); Watkins Park Improvements (50,000); Wetland Educational Area (15,000); Park Entry Signs (100,000); ELP Roundabout Makeover (30,000); ELP Playground Upgrade (25,000); Park Equipment (60,000); Pocket Park Safety Improvements (150,000)				450,000	0	150,000	1,380,000
		Total Capital Outlay				450,000	0	150,000	1,380,000
Exp: Transfers	Transfer to General Fund	Fund transfer to reimburse Parks Budget for related expenses (Project Manager)	20-10-00			40,000	40,000	40,000	41,200
	Transfer to Projects Fund for Grant Projects	Funds are transferred to Projects Fund for Grant projects from Platte County or any other grant entity.	20-22-00			0		50,523	0
		Expenses: Transfers (550)			0	40,000	40,000	90,523	41,200
		Total Parks Sales Tax Fund (41) Expenses			0	565,000	90,622	315,523	1,471,200
		Ending Fund Balance Parks Sales Tax Fund (41)			118,513	140,622	515,336	387,924	153,832